Capital Needs Assessment (CNA) e-Tool
Operational Bulletin 2018-05

TO: CNA e-Tool Stakeholders

SUBJECT: Release 2.3 Now Available; Register for Webinars; New Tutorials Available; HUD RfR Financial Factors Tool v3; Update to Known Issues and Solutions; and New Memo

1.   System Release 2.3 Now Available

CNA e-Tool Release 2.3 is operational as of yesterday, July 30, 2018. The new release makes improvements such as "Save as Draft" and doubling the individual attachment file size to 10 MB per file.

Before using the new functionality, we recommend that you clear your web browser's cache (temporary internet files, cookies, download history, and form data) and then reboot your computer. See the links below for help.

- Google Chrome 🗗
- Microsoft Internet Explorer (IE) 🗗
- Mozilla Firefox 🗗

Please note that when users save a CNA as a draft, they will receive an auto-generated message at the e-mail address associated with their user name incorrectly stating that they have submitted the CNA instead of saving it as a draft. This will be corrected in about two weeks.

2.   Webinars on Release 2.3

Three webinars describing changes in the CNA e-Tool Release 2.3 and the Assessment Tool Excel template will be held. Each webinar has capacity for 1,000 participants. You must have a HUD Exchange account to register. Follow these instructions for opening a HUD Exchange account. Participants must register by selecting one of the following dates:

Webinar Title	Dates and Times	Registration Links
Release 2.3 – Session 1	August 01, 2018 | 12:30 PM - 2:00 PM EDT	Session 1 Registration
Release 2.3 – Session 2	August 09, 2018 | 12:30 PM - 2:00 PM EDT	Session 2 Registration
Release 2.3 – Session 3	September 12, 2018 | 12:30 PM - 2:00 PM EDT	Session 3 Registration

3.   Tutorials Explaining Changes Included in Release 2.3

New tutorials explaining key changes to the CNA e-Tool effective with Release 2.3 have been posted here. These explain: a) changes to Property ID #s, CNA Type and Program/Event entries on the Property form of the Assessment Tool; b) the new "Save as Draft" feature for saving flag notes and attachments prior to submitting a validated CNA in the Submission Portal; c) opening and "Saving as Draft" a returned CNA to edit flag notes and/or attachments until ready to re-submit; d) changes to the header of the Locate CNA result to add Property IDs, CNA Type and Program/Event information; and e) addition of "uninflated costs" to the Financial Schedule panel results.

4.   A revised "HUD RfR Financial Factors Tool v 3.0, 7.27.18" is available and on the HUDCLIPS page for the 2016 MAP Guide, replacing Version 2.0. The new tool is paired with the revised Financial Schedule produced by CNA e-Tool Release 2.3. There is no substantive change in the HUD RfR Financial Factors Tool v 3.0 compared to v 2.0. The new version accommodates the addition of "uninflated needs" to the Financial Schedule and simplifies the Tool. The purpose of this and prior versions of the Tool is to assist lenders and HUD staff in meeting unique RfR funding requirements for CNAs submitted with applications for FHA-insured mortgages (i.e., the "amortization test for projected RfR deficits after year 10, see Administrative Memorandum, item 6.) Like prior versions, the new HUD RfR Financial Factors Tool relies on importing or "cutting and pasting" Financial Schedule results from the CNA e-Tool. Please note that earlier versions are no longer compatible with the CNA e-Tool as a result of Release 2.3.

5.   An updated Known Issues and Solutions has been posted. The document explains common CNA e-Tool user errors and solutions, with updates that correspond to CNA e-Tool Release 2.3.
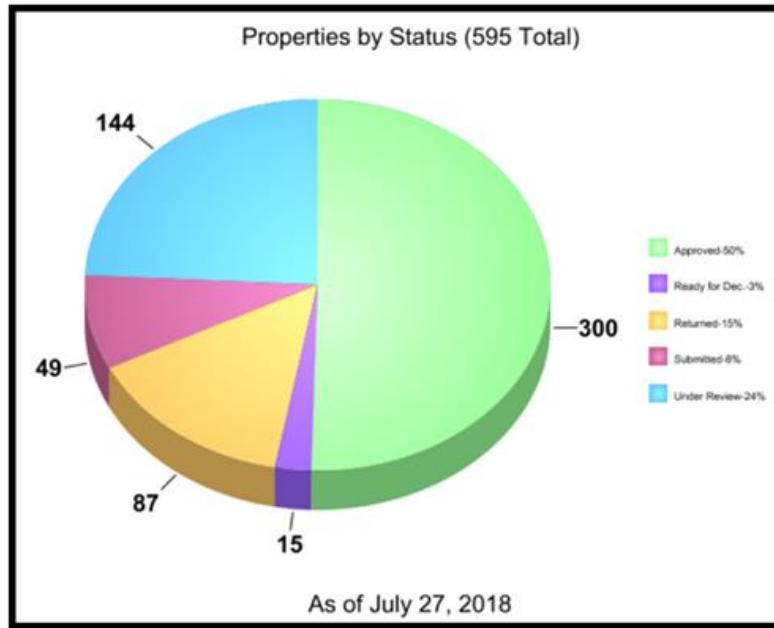
6.   New Memo

Read the CNA e-Tool Clarifying Guidance on the Narratives Form, Photography Requirements, and Sizing Reserves for Replacement memo issued July 30, 2018 here.

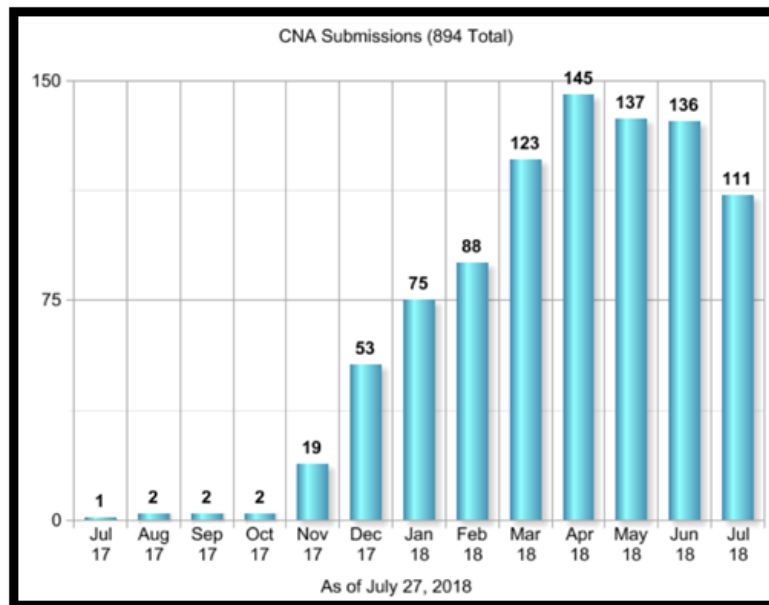7.   Updated Sample CNA Documents

Updated sample CNA documents of a completed submission are now available. These include a completed Assessor Tool, Flag Notes for the Submitter, a Seismic Activity Report, and a HUD Custom SEP Report. You can find them here.

8.   Updated CNA e-Tool Usage Statistics

595 FHA applications have been submitted using the CNA e-Tool as of July 27, 2018.

Properties by Status (595 Total)

144
300
49
87
15

Approved-50%
Ready for Dec.-3%
Returned-15%
Submitted-8%
Under Review-24%

As of July 27, 2018

• 300 applications have been approved
• 144 are currently under active review
• 15 are ready for decision
• 87 have been returned for revision
• 49 have been submitted and still need to be assigned

CNA Submissions (894 Total)

Month	Submissions
Jul 17	1
Aug 17	2
Sep 17	2
Oct 17	2
Nov 17	19
Dec 17	53
Jan 18	75
Feb 18	88
Mar 18	123
Apr 18	145
May 18	137
Jun 18	136
Jul 18	111

As of July 27, 2018

Please direct questions to the AAQ form.

For user access issues, please email CNAaccess@hud.gov.

This bulletin and subsequent updates can be found here.